



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: Energy Analyst

TENURE: Permanent

TIME BASE: Full-Time

SALARY:
Range A - \$2,902-\$3,552
Range B - \$3,142-\$3,881
Range C - \$3,768-\$4,668

LOCATION: Energy Efficiency Research Office
Energy Research and Development Division

FINAL FILING DATE: Until Filled

DUTIES/RESPONSIBILITIES:

Under the direction and supervision of the Energy Commission Supervisor II (EFF) in the Energy Efficiency Research Office, the incumbent serves as a member of an interdisciplinary Buildings team to plan, develop, implement and administer public interest energy research, development and demonstration (RD&D) efforts related to the efficient use of energy in residential, commercial and appliance market sectors. The incumbent performs a variety of complex analytical tasks in support of the Buildings Efficiency Program.

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel is required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone, work within a team, utilizing a personal computer and appropriate Energy Commission software such as the Microsoft suite of software, electronic mail and the Internet. The incumbent will be required to plan, organize, assist and/or participate in meetings with other Energy Commission staff, staff from other federal and state agencies, consultants, contractors, and other parties active in energy-related research and development. The incumbent will perform duties as follows:

- Contract Management. The incumbent will assist in the preparation of the work statement, budget, schedule, special conditions, measurable technical and economic objectives that will be used to determine project success, and other materials necessary to finalize the funding agreement and contract document for research and development (R&D) projects. The incumbent will establish and maintain a business relationship with the contractor; develop and approve contract amendments; receive and review contractor's monthly progress reports, assist in problem resolution, and prepare project evaluations. The incumbent will verify that all contract terms and conditions have been met before approving invoices (and, if necessary, assist the contract's officer dispute a particular invoice); assist in the conduct of reviews of the work conducted by the contractor; and make site inspections. The incumbent will prepare all documents needed to closeout R&D program grants and contracts. The incumbent will assist in briefing Office, Division, and Commission management on the status of projects.
- Program Planning. As member of a team, the incumbent will assist in performing analyses relating to energy RD&D to be used in developing program and policy recommendations for consideration by Office and Division management and Commissioners. The incumbent will assist in the research, analysis and assessment of advanced technologies and in the preparation of solicitations, reports and documents. The incumbent will assist in briefing

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Office, Division, and Commission management on the status of analysis of a variety of efficiency technology development topics.

- Technology and Information Transfer. The incumbent will assist in the development of content for the Energy Commission's R&D Program's Internet site. The incumbent will assist in preparing reports and presentations on project, program and technology issues and achievements. The incumbent will review and finalize Contractor deliverables; prepare fact sheets and other documents to disseminate research results and findings to Energy Commission staff and others; and make recommendations for future research that provides significant public benefits to California and meets the state's energy policies and goals. The incumbent will assist in briefing Office, Division, and Commission management on the status of the analysis. The incumbent will assist in the development and preparation of documents for the R&D Program Annual Reports.
- Public Information. The incumbent will respond to requests for assistance and information from the public on programs and technologies relating to energy research, development and demonstration in general and the R&D Program in particular.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Knowledge of principles, practices and trends of public and business administration, management, and supportive staff services in governmental functions and organizations.
- Ability to reason logically and creatively utilizing a variety of analytical techniques to resolve complex governmental or managerial problems.
- Analyze data and present ideas and information effectively.

WHO MAY APPLY All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678.

Prior to appointment to this classification, applicants will be required to pass an energy-related written technical assessment test.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

SUBMIT APPLICATIONS TO:

Personnel Services Office
Attn: RPA #310-377
1516 9th Street, MS-3
Sacramento, CA 95814
Phone: 916-654-4305

California Relay (Telephone) Service for
the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922